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Book	Policy Manual
Section	9000 - ByLaws
Title	Standing Committees
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STANDING COMMITTEES

The Chair of the Board of Education may, with the approval of the majority vote of the Board, create standing committees as deemed necessary. Committee members shall select their own chair and secretary.

As deemed necessary, the Board of Education may establish standing committees from among its membership to make recommendations for Board action. The following rules will govern the appointment and function of such committees which shall:

1. Be established through action of the Board of Education;
2. Have their members appointed by the Board Chair;
3. Be informed in writing at the time of committee formation of committee purpose, functions, and duties;
4. Make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;
5. Can be dissolved at any time by a vote of the Board.

The Board Chair shall be ex-officio members of all standing committees.

The standing committees and their primary responsibilities shall be as follows:

Budget Finance Committee

- Participate in town budget hearings with Board of Finance.
- Have member act as liaison to Board of Finance.
- Provide ongoing monitor/review of current year's budget and expenses.
- Review financial analyses and recommendations, as needed, for Board decisions.
- Provide representation on business related town committees (i.e., purchasing, insurance).
- Review policies related to series 3000 business.

Personnel Committee

- Develop BOE orientation, workshop, development activities, and BOE evaluation process.
- Review Superintendent evaluation, objectives, contract.
- Evaluate, review, and forward new positions and position descriptions to the full BOE for consideration.

Policy Committee

- Develop and review new policies/regulations consistent with policies of the Board of Education.
- Review policies to ensure consistency with federal and state laws.

- Recommend areas for which Board of Education should consider adopting policies.

The list of responsibilities is intended to provide a sampling or framework of responsibilities for which each committee is held accountable. Additional responsibilities will be assigned by the Board Chair, as needed.